EXETER CITY COUNCIL

**Person Specification**

**JOB TITLE :** Compliance Officer (Asbestos)

**GRADE :** 6 **POST NO :**

**SERVICE :** Housing

**UNIT :** Housing Assets

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| --- | --- | --- | --- |
| **SELECTION CRITERIA** | **ESSENTIAL**  **✓** | **DESIRABLE**  **✓** | **CATEGORY** |
| **QUALIFICATIONS**  A qualification in a recognised relevant discipline (for example surveying, construction or housing and maintenance) e.g HNC or proven equivalent expertise  A qualification in asbestos (e.g. BOHS P402, P405 or P407)  Asbestos Awareness training  Health and safety training (e.g. Health and Safety Awareness, Managing Health and Safety, etc.) | **✓** | **✓**  **✓**  **✓** | A, C  A, C  A, C  A, C |
| **EXPERIENCE/KNOWLEDGE SKILLS**  Competent in using Excel and CSV format files  Familiarity with building construction and building defects  Familiarity with undertaking building surveys  Experience of preparing work specifications and drawings  Familiarity with the delivery of planned maintenance / reactive repairs, managing contracts and contractors  Experience of recording performance and customer satisfaction  Familiarity with current legislation relating to buildings, general health and safety and asbestos  Familiarity with Building Regulations and British Standards  Ability to analyse and interpret written and electronic data  Understanding and commitment to the principles of equality and diversity and their application to the housing service.  Ability to communicate effectively and appropriately to a variety of audiences, across a range of disciplines  Understanding and / or the ability to learn ECC contract management and administration  Awareness of fire regulations and passive fire systems.  Excellent written and verbal communication skills | **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓**  **✓** | **✓**  **✓**  **✓**  **✓** | A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I  A, I    A, I  A, I |
| **SPECIAL REQUIREMENTS/ATTITUDE**  To use initiative and team work to provide good customer service.  A positive and flexible “can do” attitude  Meticulous by nature with the ability to maintain concentration and pay close attention to detail  Must be prepared to travel to various sites and other venues and potentially attend meetings outside of normal office hours | **✓**    **✓**    **✓**  **✓** |  | A, I  A, I  A, I  A, I |
| **OTHER** |  |  |  |

**COMPLETED BY: Health, Safety and Compliance Lead (Housing)**

**DATE:** **June 2018**